

Quarterly Progress Report #2

For the project entitled:

Summer Transportation Institute

Reporting Period: May - July 2007

Submitted by:

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Submitted to:

Montana Department of Transportation

Research Programs
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Task 0: Project Implementation Plan Development

During this quarter, a detailed implementation plan was developed by Susan Gallagher for hosting a Summer Transportation Institute at Montana State University in June 2007. The plan, outlining the goals, tasks, staff responsibilities, and schedule for the institute, was submitted to the Montana Department of Transportation Research Division and Federal Highway Administration for review and approval. The plan was approved by MDT and FHWA and a contract agreement signed between the Western Transportation Institute and the Montana Department of Transportation effective March 12, 2007. The total approved budget for the project will not exceed \$35,941.

Status: 100% completed

Task 1: Project Management and Reporting

Susan Gallagher will be responsible for project management and reporting. This progress report is the second quarterly report prepared and submitted to MDT in fulfillment of project reporting requirements stipulated in the agreement. As per agreement, monthly progress reports were also submitted for the months of May and June.

Action Items for Next Period:

- A third quarterly progress report will be submitted for the period August – October, 2007.

Status: On-going

Task 2: Student Recruitment

Student recruitment posters and brochures were prepared and mailed to Montana high schools in March 2007. Follow-up phone calls were also made to high school counselors in April. Fifteen applications were received for the program and all students were selected to participate by a selection committee made up of Scott Keller, Susan Gallagher, and Ahmed Al-Kaisy.

Status: 100% completed

Task 3: Project Kick-Off Meeting

A project kick-off meeting with MDT was conducted at 1pm on Monday, May 7. Susan Gallagher, Sue Sillick, and Kris Christensen participated. Meeting minutes were prepared and forwarded to MDT for revisions and approval.

Status: 100% completed

Task 4: Intermodal Advisory Board Meeting

A meeting of the Intermodal Advisory Board for the STI was conducted on April 20, 2007. The IAB is made up of representatives from both the public and private transportation sectors as well as academia. Sue Sillick, the MDT project manager, also participated in the meeting. The IAB provided feedback and support related to student recruitment issues, curriculum and activity planning, and partnership building. Meeting minutes were distributed to attendees.

Status: 100% completed

Task 5: Staff Hires

Position descriptions were developed for STI staff, including a Program Coordinator, Teaching Assistant, and two Residence Hall Assistants. Position announcements were disseminated to the OPI website, local schools, MSU Career Services, the College of Engineering, and the Departments of Education, Agricultural Education, and Health and Human Development. Applicants were selected and interviewed and four STI staff members hired.

Academic Program Coordinator: Larry Lucero (Harrison High School teacher and administrator)

Teaching Assistant: Rebecca Heyward (MSU Industrial Engineering student)

Residence Hall/Recreation Program Advisors: Casey Cummings and Duncan Adams (current Residence Hall Assistants at MSU)

Teaching staff began preparatory work for the STI at the end of May, including developing teaching materials for a number of team design and build projects, contacting guest teaching staff and assisting with coursework preparation, finalizing room logistics, preparing information packets and binders for participants, and purchasing supplies. Residence Hall advisors began preparations on June 14 and developed a sports/recreation plan for the two weeks.

An STI staff orientation was held on June 14 to go over policies and procedures, risk management and reporting procedures, as well as program goals and staff communication. STI staff training also included a defensive driving course and certification to operate an MSU 15-passenger van for the group.

Status: 100% completed

Task 6: Program Logistics

All logistical items, including room and board arrangements for STI participants, transportation during the program, and classroom scheduling were completed prior to the start of the program on July 17.

Status: 100% completed

Task 7: STI Program Planning

The STI curriculum and schedule was finalized prior to program start. All guest speakers and field trips were confirmed.

Status: 100% completed

Task 8: Conduct STI

The STI was conducted June 17-June 29, 2007 with fifteen high school participants. The program schedule is attached. Student activities included a robust academic program involving a mix of guest speakers, hands-on laboratories, team design-build activities, and field trips. Students also participated in a number of college and career enhancement activities and in an evening sports and recreation program. The program concluded on June 29 with a Closing Ceremony and Banquet for participants, families, and contributors.

Status: 100% completed

Task 9: De-Briefing Meeting at MDT

A final project meeting is scheduled with technical panel members for the STI at MDT on September 17, 2007 at 1pm. The meeting will provide an opportunity for the project director to report on the final outcomes of the 2007 STI program and to receive feedback from MDT and FHWA staff.

Status: 0% completed

Task 10: Preparation for 2008 STI

Design and dissemination of marketing and recruitment materials for the 2008 STI program will begin during the fall with a target completion date of December 2007.

Status: 0% completed

Task 11: Final Report Preparation

A final report for the 2007 Summer Transportation Institute will be completed and submitted to MDT staff for review. The target completion date for this task is December 2007.

Status: 0% completed

Summary of Expenditures

The table below summarizes the projected WTI expenditures on this project through July 30, 2007. Please note, this list does not include room and board expenses for STI participants or June payroll expenditures.

Budget Category	Budgeted Funds	Spent this Period	Total Remaining
Personnel Salary	\$8,441	\$2,098.98	\$6,342.02
Fringe Benefits	\$3,123	\$348.69	\$2,774.31
Contractual	\$7,600	\$7,600	\$0
Travel/Transportation	\$1,920	\$46.20	\$1,873.80
Participant Support Costs	\$10,919	\$2,650.60	\$8,268.40
Supplies	\$300	\$247.50	\$52.50
Indirect costs	\$3,637	\$540.74	\$3,096.26
Total:	\$35,940	\$13,532.71	\$22,407.29